## C O N F I D E N T I A L •Approved For Release 2003/11/04 : CIA-RDP57-00384R000400060045-5

#### NEW PERSONNEL

### 1. New Personnel

New employees and CIA employees reporting for duty as transfers from another CIA Office, will be required to furnish all items of information included in the body of the Personnel Information Card form.

In the first open space "State Type of Change Here" new appointments will enter "E.O.D.". Transferees will enter "E.O.D. - Transfer".

Administrative Officers or designated personnel will check the question as to whether the employee's name is to be included in the CIA Telephone Directory.

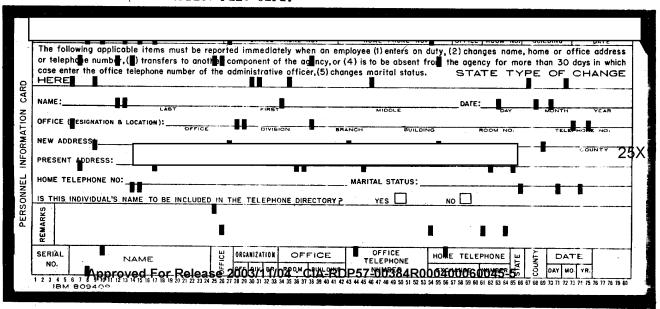
		NAME	OFFICE PHONE NO.	HOME PHONE NO.	OFFICE ROOM NO.	BUILDING	DATE
TION CARD	or teleph	owing applicable items must be reproposed in the number, (3) transfers to another the office telephone number of the second of t	r component of the agency, o	r (4) is to be absent from t	he agency for mo	re than 30	days in which 5 X
	NAME:						
INFORMATION	NEW ADD						
PERSONNEL		NDIVIDUAL'S NAME TO BE INCLUDED I	N THE TELEPHONE DIRECTORY	P YES N	o 🔀		
PER	REMARKS						
	SERIAL NO.	6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	ORGANIZATION OFFICE OFF. DIV. BR. ROOM BUILDIN 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41	TELEPHONE EXC	HANGE NUMBER 57 59 59 60 61 62 03 64 65 6		O. YR.
سنا	(BU)	P09409					

The new cards will be forwarded by Administrative Officers to the Machine Records Branch for preparation of Master and Office file cards.

The Office file card, shown below, will be returned to the employee's Administrative Office for inclusion in the Office file. It will be retained therein until affected by a change or deletion.

Example: Office File Card.

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# Approved For Release 2009/PINA ! PIA-RDP57-00384R000400060045-5 CHANCES

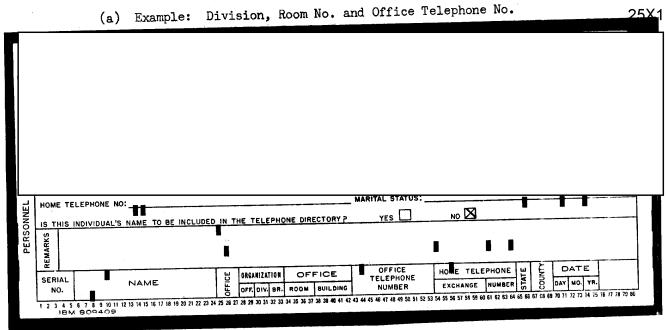
### 2. Changes

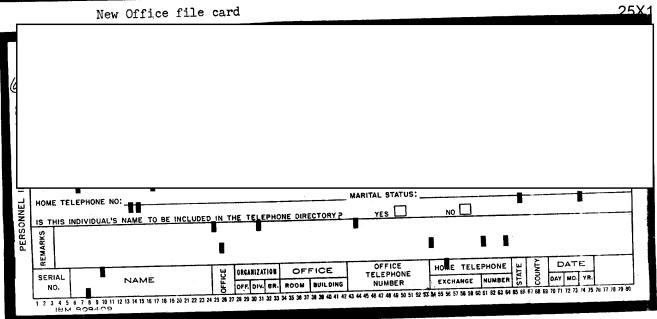
When any one of the items of information on a card is affected by a change, the card affected will be withdrawn from the Office file and the new information will be entered in the appropriate space(s) on the card. The card will then be forwarded to the Machine Records Branch by the Administrative Officer.

Upon receipt of the "Change" card the Machine Records Branch will process a new Master and Office file card and return the new Office file card to the employee's Administrative Officer for inclusion in the Office file.

Only the statement as to the type of change, the reporting date and the items of information affected by the change will be reported.

Examples showing how various types of changes are to be reported and examples of the new Office file cards reflecting the reported changes, follow:





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### DELETIONS

### 3. Deletions

Master and Office file cards will be removed from the files when an employee resigns from the agency or is transferred from Washington, D. C. headquarters.

When such resignations or transfers occur, the Office card will be withdrawn from the Office file; a statement such as "Resigned", "Transferred to field" etc. will be entered in the "Remarks" space on the card; and the card will be forwarded to the Machine Records Branch.

It should be noted however, that this procedure does <u>not</u> apply when an employee is transferred from vouchered to unvouchered funds and remains in Washington, D. C. headquarters. Such cases are processed in the same manner as Inter Office transfers.

Upon receipt of a deletion card in the Machine Records Branch, the Master card is withdrawn from the Master card file and destroyed.

25X1

